

Adopted: September 2001 , Revised: \_\_\_\_\_**Class Title: Election Assistant III****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

The Election Assistant III is the Election Officials Coordinator for the Department of Elections, acting as a liaison between the Norfolk Electoral Board and over 1,000 Election Officials and is the Election Officials database administrator. The incumbent makes presentations to community and civic organizations to recruit Election Officials. The Election Assistant III serves as the Assistant Records Manager ensuring the maintenance of all voter registration records in accordance with State and Federal Law. This Election Assistant provides administrative support to the General Registrar and the Norfolk Electoral Board and must be able to convey to the citizens of Norfolk the Department's policy of openness, accessibility and willingness to serve.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

| Physical Strength Code |   | ESSENTIAL FUNCTIONS  |
|------------------------|---|--|
| 1                      | S | Maintains the Department's official database of over 1,000 election officials. Responsible for corresponding with and making Election Day assignments for up to 700 officials for each election. Resolves scheduling conflicts and evaluates Election Day performance. Makes recommendations to the Norfolk Electoral Board on the assignment of Chief Officials to manage Norfolk's 61 polling places. Prepares Election Day payroll.   |
| 2                      | S | Actively recruits Election Officials to manage the polls on Election Day. Attends Civic League, PTA, and other community meetings to educate citizens on the responsibilities of Election Officials. Writes and assembles a semi-annual newsletter for distribution to all Election Officials.   |
| 3                      | S | Serves as the Assistant Records Manager ensuring the proper processing and filing of all voter registration records in compliance with State and Federal law. In the absence of the Sr. Election Assistant, assigns voter registration duties to full and part-time Election Assistants.   |
| 4                      | S | Screens Voter Registration applications and determines the initial eligibility of applicants. Prepares and distributes correspondence to applicants who have not meet eligibility requirements. Audits State Board of Elections reports for accuracy. Prepares Voter Location cards for distribution. Enters new Voter Registration applications into VVRS and makes necessary changes and deletions to current records. Answers phone calls from citizens, files voter registration records and performs a variety of office duties. Provides administrative support. |

Adopted: September 2001 , Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS                     |   |
|--|---|
| Formal Education / Knowledge           | Work requires broad knowledge in a general professional or technical field. Knowledge is generally obtained through graduation from High School and the completion of some college level courses. |
| Experience                             | Over one and up to three years in general office administration or management   |
| Certifications and Other Requirements  | Valid Operator's Driver's License, Basic Micro-computing skills, Public Speaking, Mediation skills preferred  |
| Reading                                | Requires the ability to read and comprehend voter registration applications and general correspondence, written procedures and various reports.   |
| Math                                   | Work requires the ability to perform general math calculations to prepare Election Day payroll reports.   |
| Writing                                | Work requires ability to write and edit letters, flyers, and newsletters.   |
| Managerial                             | Managerial responsibilities for planning and coordinating the assignment of Election Officials on Election Day. Evaluates Election Day performance.   |
| Budget Responsibility                  | Not rated.  |
| Supervisory / Organizational Control   | Establishes work objectives in the absence of the Sr. Election Assistant.   |
| Complexity                             | Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.                                   |
| Interpersonal / Human Relations Skills | The Election Assistant III contacts Election officials to coordinate Election Day assignments and works with members of peer organizations. Represents the Department at community meetings.      |

Adopted: September 2001 , Revised: \_\_\_\_\_**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary   | X | Light   | Medium  | Heavy  | Very Heavy  |
|---|---|---|---|--|---|
| S = Sedentary<br>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time |   | L = Light<br>Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium<br>Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy<br>Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy<br>Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

**PHYSICAL DEMANDS:**

|  |  |  |  |                            |
|--|--|--|--|----------------------------|
| C = Continuously<br>2/3 or more of the time. | F = Frequently<br>From 1/3 to 2/3 of the time. | O = Occasionally<br>Up to 1/3 of the time. | R = Rarely<br>Less than 1 hour per week. | N = Never<br>Never occurs. |
|--|--|--|--|----------------------------|

*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION  |
|------------------|----------------|--|
| Standing         | F              | Copier, fax machine, filing, customer service  |
| Sitting          | F              | Computer, desk work, answering telephones, meetings  |
| Walking          | O              | To/from office equipment, to/from meetings, to/from pick up payroll, memo distribution                                     |
| Lifting          | O              | Office supplies, files, folders, manuals, books, binders, office equipment, voter registration supplies                    |
| Carrying         | O              | Office supplies, files, folders, manuals, books, binders, voter registration supplies                                      |
| Pushing/Pulling  | O              | Filing in cabinet drawer   |
| Reaching         | O              | Filing in cabinet drawer   |
| Handling         | C              | Office supplies, files, folders, manuals, books, binders, voter certificates, voter registration records, mail, card files |
| Fine Dexterity   | C              | Computer keyboard, calculator, writing   |
| Kneeling         | O              | Filing in cabinet drawer, retrieval of office supplies   |
| Crouching        | O              | Filing in cabinet drawer, retrieval of office supplies   |
| Crawling         | N              |  |
| Bending          | F              | Filing in cabinet drawer, retrieval of office supplies   |
| Twisting         | O              | Filing in cabinet drawer, retrieval of office supplies   |
| Climbing         | O              | Stairs   |
| Balancing        | N              |  |
| Vision           | C              | Computer, desk work, reading, writing, filing, operation of office equipment   |
| Hearing          | C              | Telephone, co-workers, supervisor, citizens, meetings  |
| Talking          | C              | Telephone, co-workers, supervisor, citizens  |
| Foot Controls    | N              |  |
| Other (specify)  | N              |  |

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Computer, laser or inkjet printer, copy machine, fax machine, telephone, typewriter, calculator, adding machine, paper shredder, Standard Microsoft Windows and Office software, PeopleSoft, Advantage desktop, laptop computer, Internet/Intranet, VA voter registration system, ArcView, FrontPage, Internet/Intranet, IE Web browser

**ENVIRONMENTAL FACTORS:**

|           |                               |                                |                |           |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several<br>Times Per Week | M = Several<br>Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY        |   | ENVIRONMENTAL FACTORS     |   |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards       | N | Dirt and Dust             | N |
| Chemical Hazards         | N | Extreme Temperatures      | N |
| Electrical Hazards       | N | Noise and Vibration       | N |
| Fire Hazards             | N | Fumes and Odors           | N |
| Explosives               | N | Wetness/Humidity          | N |
| Communicable Diseases    | N | Darkness or Poor Lighting | N |
| Physical Danger or Abuse | N |                           |   |
| Other (see 1 below)      | N |                           |   |

| PRIMARY WORK LOCATION |    |
|-----------------------|----|
| Office Environment    | X  |
| Warehouse             | -- |
| Shop                  | -- |
| Vehicle               | -- |
| Outdoors              | -- |
| Other (see 2 below)   | -- |

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

|  |  |  |  |                            |
|--|--|--|--|----------------------------|
| C = Continuously<br>2/3 or more of the time. | F = Frequently<br>From 1/3 to 2/3 of the time. | O = Occasionally<br>Up to 1/3 of the time. | R = Rarely<br>Less than 1 hour per week. | N = Never<br>Never occurs. |
|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS                          |   |
|---|---|
| Time Pressures                                | O |
| Emergency Situations                          | R |
| Frequent Change of Tasks                      | F |
| Irregular Work Schedule/Overtime              | O |
| Performing Multiple Tasks Simultaneously      | F |
| Working Closely with Others as Part of a Team | O |
| Tedious or Exacting Work                      | F |
| Noisy/Distracting Environment                 | O |
| Other (see 3 below)                           | N |

(3)